

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
Board Work Session and Executive Session
September 7, 2017
Canby School District Office, Meridian Room**

WORK SESSION

Board members in attendance were Tom Scott (Chair), Rob Sheveland (Vice-Chair), Angi Dilkes Perry, Diane Downs, Sara Magenheimer, Andrea Weber and Mike Zagayva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Denise Lapp, Sheryl Lipski, Laretta Manning, Michelle Riddell, Cindy Bauer, Rick Stucky, John Hall, Vicky Aguilar, Troy Soles, Jennifer Turner, and Kimie Carroll.

1.0 CALL TO ORDER

Tom Scott called the Work Session to order at 6:30 p.m.

2.0 INTRODUCTIONS

The audience members introduced themselves.

3.0 CHANGES TO AGENDA

No changes were made.

4.0 PUBLIC FORUM/ANNOUNCEMENTS

4.1 Public Comments

Tom Scott opened the floor for public comments. No public comments were made.

5.0 CONSENT AGENDA

Included in the Consent Agenda:

- 5.1 Minutes from the June 15, 2017 Board Planning Session
Minutes from the June 15, 2017 Board Regular Session and Executive Session
Minutes from the June 28, 2017 Board Special Session
Minutes from the July 10, 2017 Board Special Session
- 5.2 Personnel Changes

**MOTION: Diane Downs moved to approve the Consent Agenda as presented.
Andrea Weber seconded the motion. Motion passed 7-0.**

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Oregon School Board Association (OSBA) Policy Rewrite Process and Planning

OSBA Policy Specialist Rick Stucky presented an overview of the OSBA Policy Rewrite Service, which assists the Canby School District with a complete review, development, and publication of the Board's policy manual. Mr. Stucky shared the work would progress at the Board's direction. He reviewed the following meeting options: two all day meetings or 4-6 three hour meetings; and options for participants, a subcommittee of the board or all board members.

A discussion was held on the process. The Board requested clarification regarding service agreement language pertaining to the two-year license as stated in item six (6) of the agreement. Mr. Stucky responded he would research the intent and report back. The Board expressed agreement that the policy rewrite service is valuable. The Board agreed to table the discussion until the September 21 Board Regular Session.

6.2 2017 Summer School Report

Coordinator of Special Programs Cindy Bauer shared information on the 2017 Acceleration and Enrichment Academies (Summer School). This year, the program served 670 students in grades pre-school through 12th grade. Students participated in various educational enrichment field trips and projects with a culminating event for families.

Ms. Bauer introduced Trost Elementary Teacher Vicky Aguilar who worked with five bi-national teachers to collaborate on the thematic unit: culture and identity. Ms. Aguilar shared about the process for creating lessons and activities with the visiting teachers. An art teacher was hired this year to assist students in a special art project. Ms. Bauer and Ms. Aguilar described the student's enthusiasm, engagement, and overall program success.

The Board thanked Ms. Bauer and Ms. Aguilar for their work and suggested highlighting summer school activities and events for greater community involvement.

6.3 Facilities Update

Facility Manager John Hall reviewed a list of summer facility projects that were completed or are currently in progress. Mr. Hall highlighted gym floor refinishing at several schools, concrete repairs at several schools, asbestos floor abatement at Carus, and the removal or replacement of wood pole field lights at the high school and Eccles Elementary. The new Richard R. Brown Fine Arts Center cooling system is scheduled for installation in early October. Mr. Hall shared that project costs totaled \$305,635. It was noted that the cooling system was funded with Construction Excise Tax (CET) dollars and other projects were funded out of the district's facilities budget.

6.4 2017-18 Professional Development (PD) Calendar

Director of Teaching and Learning Sheryl Lipski reviewed information provided in advance of the meeting regarding a schedule of staff professional development activities for the 2017-18 school year. The Board requested clarification around the tentative Collaborative Team time noted on the schedule. Ms. Lipski responded the time is set aside for curriculum training if needed.

6.5 iPad Rollout

Ms. Lipski shared information regarding the 1:1 iPad rollout on behalf of Technology Manager Bret Adkins who was absent from the meeting. An overview of projects initiated by both the Teaching and Learning Department and Technology Department was described including: deployment of iPads to Canby High School students (at registration), deployment of iPads to Baker Prairie Middle School students (third week of school), and deployment of iPads for 6th grade students (in October). Additionally, tech staff provided basic technology training to staff members with a discussion on technology support needs at the District Inservice (August 31).

Ms. Lipski discussed some technical challenges have occurred with the iPads however the team is working through issues. She acknowledged Mr. Adkins for his leadership and efforts to ensure staff are supported.

6.6 Approval of 2017-18 Alternative Education Programs

Board Policy IGBHA requires the Board to annually approve Alternative Education Programs. The Alternative Education Programs for the 2017-18 school year are as follows: Lifeworks Northwest, Serendipity Center, Victory Academy, and Clackamas Community College. Student Services Director Laretta Manning discussed the number of students enrolled in each program.

MOTION: Diane Downs moved to approve the 2017-18 Alternative Education Programs as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.7 Approval of 2017-18 Federal Grants

Director of Finance Denise Lapp discussed district policy requires the Board to annually adopt a resolution authorizing application for federal grants. As such, the resolution is as follows:

**Resolution 2017-18/003 2017-18
Resolution Authorizing Application for Federal Grants**

Be it resolved that the Canby School Board of Directors authorizes the Superintendent and/or his or her designee to apply for the following Federal Program grants, as needed:

- *Title IA – Improving Basic Programs*
- *Title IC – Migrant Education*
- *Title ID – Neglected and Delinquent or At-Risk Children*
- *Title II-A – Teacher Quality*
- *Title III – English Language Acquisition*
- *Title IV-A – Student Support & Academic Enrichment (In Process)*
- *Child Care & Development Fund*
- *IDEA Part B, Section 611 & 619*
- *Professional Technical Education (Carl Perkins)*
- *Rehabilitation Services Grant to States*
- *USDA – National School Lunch Program*
- *Workforce Investment Act*

MOTION: Rob Sheveland moved to approve the 2017-18 Canby School District Resolution Authorizing Application for Federal Grants as presented. Andrea Weber seconded the motion. Motion passed 7-0.

6.8 Approval of 2017-18 Construction Excise Tax

Denise Lapp, Director of Finance, reported the 2007 Legislature passed Senate Bill 1036 allowing school districts to impose a tax on new construction. For the 2017-18 school year, districts can charge \$1.26 per square foot for residential (was \$1.23), \$0.63 for non-residential (was \$0.61) and \$31,400 non-residential maximum (was \$30,700). The Department of Revenue has indexed the tax limits from prior years due to inflation.

Canby School District has Intergovernmental Agreements with the City of Canby, the City of Wilsonville and Clackamas County for collection of the CET. The following is a summary of the expenditures and revenues for 2016-17

Expenditures:

- Microscopes for 6th Grade Classrooms - \$9,324.00
- Davis Demographics Study - \$13,500.00
- iPads for Elementary Classrooms - \$119,040.00
- Asbestos abatement work at Eccles Elementary (Phase 2) - \$143,397.51
- Boiler at Canby High School - \$95,250.00
- Track Replacement at Canby High School - \$282,564.18
- Drinking Fountains – \$52,763.87
- Archives Facility at Ackerman - \$196,611.65
- Loan Payment for Track - \$2,287.50
- Total 2016-17 Expenditures = \$914,738.71

Revenues:

Construction Excise Tax Revenues Collected - \$438,124.64
Loan for Track Replacement - \$250,000.00
Interest - \$7,586.59

Total 2016-17 Revenues = \$695,711.23
Beginning Fund Balance (7/1/16) = \$928,330.20
Unaudited EFB Estimate (6/30/17) = \$709,302.72

The Board agreed to increase the CET limits as stated in the following resolution:

Resolution 2017-18/004 - Amendment to Construction Excise Tax

WHEREAS, the 2007 Oregon Legislative Assembly enacted ORS 320.170 to 320.189 (Senate Bill 1036) authorizing school districts to impose construction excise taxes ("CET") to fund capital improvements to school facilities; and

WHEREAS, On December 13, 2007, the Canby School District Board of Directors ("Board") enacted a Resolution imposing a CET pursuant to this Statute; and

WHEREAS, ORS 320.176 provides that a school district may adjust the CET tax rate and cap limitations each fiscal tax year based upon changes to the construction cost index as determined by the Oregon Department of Revenue ("DOR"), and

WHEREAS, the Board desires to amend the District's CET tax rate and cap to reflect the DOR adjustments.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1. The applicable CET rates/limits imposed are amended as follows:
 - a. \$1.26 per square foot on structures or portions of structures intended for residential use, including but not limited to single-unit or multiple-unit housing; and*
 - b. \$0.63 per square foot on structures or portions of structures intended for non-residential use, not including multiple-unit housing of any kind.*
 - c. A construction tax imposed on structures intended for nonresidential use will not exceed \$31,400 per building permit or \$31,400 per structure, whichever is less.**
- 2. The construction excise tax shall be assessed and collected pursuant to the provisions of ORS 320.170 to 320.189.*
- 3. The Superintendent is hereby directed to provide notice of this amendment the District's local government partners collecting the CET pursuant to intergovernmental agreements with the District under ORS 320.179(2).*
- 4. This resolution takes effect on November 1, 2017.*

MOTION: Diane Downs moved to approve the 2017-18/004 Construction Excise Tax Amendment as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.9 Administrative Retreat Report

Superintendent Goodall shared the 2017 Administrative Retreat was a great opportunity for administrators to gather as a team. Mr. Goodall discussed areas of focus were: examination of student data to direct strategic planning and set expectations, how best to support one another, and continuation of Equity work with training from Oregon Department of Education (ODE) representatives. Mr. Goodall shared that the District is looking at a partnership with Clackamas Educational Service District (CESD) to hire an Equity Coordinator to lead this work.

6.10 Approval of 2017-18 Superintendent Performance Goals

Mr. Goodall reviewed continuing goals and highlighted new goals for the 2017-18 school year. The Board expressed appreciation for the areas of focus and suggested additional areas to be addressed: how to measure parent engagement success, creative ways to add back middle school

extracurricular programs, a study on the progression of students in the Dual Language Immersion (DLI) program, a plan for Measure 98 resources, specifically, a cohesive strategy with Board involvement, and expanding the CTE program by partnering with surrounding districts.

MOTION: Rob Sheveland moved to approve the 2017-18 Superintendent Performance Goals as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.11 Approval of 2017-18 Board-Superintendent Working Agreements

No revisions were made to the 2017-18 Board-Superintendent Working Agreements. It was noted the document has not been changed in recent years and continues to provide guidance for a successful partnership between the Board and Superintendent.

MOTION: Andrea Weber moved to approve the 2017-18 Board-Superintendent Working Agreements as presented. Angi Dilkes Perry seconded the motion. Motion passed 7-0.

6.12 2017-2018 Board-School Liaisons

The Board agreed to the following school liaison assignments for the 2017-18 school year:

- Angi Dilkes Perry – Trost Elementary
- Diane Downs – Eccles Elementary
- Sara Magenheimer– Ninety-One School
- Tom Scott – Lee Elementary
- Rob Sheveland – Knight Elementary
- Andrea Weber – Carus Elementary
- Mike Zagayva – Baker Prairie Middle School
- All Board members – Canby High School

The Board discussed establishing individual goals to visit schools on a more consistent basis.

7.0 FUTURE AGENDA ITEMS

The following items will be addressed at an upcoming session:

- Start of Schools Report (Principals) | School Supplies
- School Counselor Presentation
- STA Report
- Monthly Curriculum Update: Trost Math
- Financial |Special Funds | Enrollment Report
- Policy Review

The following items were added to the upcoming September 21 meeting agenda: OSBA Policy Rewrite and CHS field trip approval request.

8.0 GOOD OF THE ORDER

No items were discussed.

EXECUTIVE SESSION

Tom Scott exited the Board from the Board Regular Session and entered into an Executive Session at 8:37 p.m. Board members in attendance were Tom Scott (Chair), Rob Sheveland (Vice-Chair), Angi Dilkes Perry, Diane Downs, Sara Magenheimer, Andrea Weber and Mike Zagayva. Also in attendance were Trip Goodall (Superintendent), Kamela Davis (Board Secretary), Michelle Riddell (Human Resources Director), and Denise Lapp (Director of Finance).

The Board met in Executive Session to conduct deliberations with persons designated to carry on labor negotiations pursuant to ORS 192.660(2)(d); to conduct deliberations to negotiate real property transactions, in accordance with ORS 192.660(2)(e), and to consider the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.660(2)(a).

It was requested information discussed in the Executive Session not be disclosed and information discussed in the Executive Session shall not be made public by the news media.

Tom Scott exited the Board from the Executive Session and reentered the Regular Session at 9:39 p.m.

9.0 ADJOURNMENT

Tom Scott adjourned the meeting at 9:39 p.m.

Respectfully Submitted:

Kamela Davis
Board Secretary

Tom Scott
Board Chair